

MVAC MINUTES – FEB 14, 2007

The meeting was held on February 14, 2007 at Community College of Denver North Campus. Art Hale started the meeting at 9:05 am.

In attendance: Barbara Garcia – DOHE Metro, Barb Crawford – DOW, Donna Lillie – CDOT, Michael Stadler – DOHE UNC, Fred Trujillo – LAW, Bruce Burgess – DOHE Auraria, Duane Whitfield – RISK, Ken Price – DOR Lottery, Ronni Hunter – DOR GAMING, Kyle Shelton – CSP, Alan Werner – CCI, Kathy Baum – DOC, representing State Fleet – Art Hale, Sonny Otero, Bob Giovanni, Claudia Stevens.

Introduction were made around the room.

State Travel Management Program – Lenora Kingston

Lenora Kingston gave a presentation of the website for the State Travel Management Program. This website can be found under Central Services of the DPA website. Lenora showed the matrix for the rental cars. Renting a car from one of the rental car agencies we have contracts with can be an alternative option with vehicles being turned in. Motor Pool also uses the rental cars as a backup if needed. Rental car agencies we have contracts with are: Avis, Advantage, Budget, & Enterprise. On the matrix you can find out info for each rental car company such as: age requirements, locations, services offered, types of vehicles. Some of them also have premium services such as counter bypass to save time. The State Travel Card is used for payment and there is a section on the website that gives all info regarding the travel card. The Travel Card is provided by US Bank-Visa. The State Travel Card provides CWD insurance for travel at no charge. The card also provides services such as: luggage locator, emergency roadside assistance, & medical assistance. To help limit the amount of travel cards out there your department should have a central travel card for the department. This is a way for people who don't travel a lot to use the card for an occasional trip. Maximum time you can rent a vehicle is one month, if you need longer you have to sign a new rental agreement. If there is an accident with the rental car you have 45 days to notify Visa. If you are in another state you could be charged their state tax. This is on a state by state basis. The rental car agencies also have leisure rates with the DPA Work-life program. Using the rental cars can be an alternative option if you need a vehicle but will be transporting unauthorized persons in the vehicle and this is also a better option than using your personal car because if there is an accident most peoples personal car insurance does not cover you if you are using the vehicle for business purposes. Are extra gadgets on the rental vehicle covered by the state? (such as a GPS) There is a section in the travel website that addresses these items but the bottom line is that your executive director has the final say.

SB06-015 – oversize vehicles – fuel accounts -Art

A fuel card is provided for each vehicle. Please use the correct card for the correct vehicle. We have seen some problems with using the wrong cards. This can cause a

fraud alert to be issued on the card if for example you use the card for diesel fuel on a diesel vehicle but the card was issued to a nondiesel vehicle.

New Vehicle Registration Reports – Art

The deadline for the new vehicle registration is 2-20-07. Please get those forms back to Terry Sisneros.

Emission Tests – Art

On turn-ins try to get emission tests done as much as possible. We are now at our busiest time of year and we get backlogged on emission tests. If you can get the emission test done it would be very helpful to us.

Safety Matters-Risk Management – Bob & Duane

Duane wanted to make it clear that the handouts from the last meeting are tools for the agencies to use, however they should have the departments legal team look at them before using them. This way they can be tailored to the departments needs and so they are in compliance with the legal issues. Many of the people started using them right away but they are generic tools and should be checked with the legal depts.

The safety committee has developed a bumper sticker that has the State logo and says “State Vehicle How is my driving?” with a “1-800” number. This could be helpful to weed out the drivers with multiple accidents. The cost is reasonable. We realize some of the calls will not be valid but it is still better than doing nothing. Please give us some feedback on how your department feels if this will be useful. Duane will attempt to get numbers from other agencies that use this program in order to move forward, and justify the process.

Backup alarms are available as an after market item. This can be a helpful tool. Some of the new vehicles come with the backup alarms built in.

Per Bob, the snow blizzards only caused an additional 40 accidents, mostly CSP. This was less than was expected.

The next safety committee meeting will be held Mar 8, 2007 at SFM 2pm to 3pm.

Oil Analysis - Sonny

Polaris Labs is working on the preprinted labels for the oil analysis samples and should be done soon.

CARS Training – Sonny

If anyone is interested in a CARS training class let Sonny know. He can set it up for your location and it takes about two hours.

Fleet Commander – Sonny

Fleet Commander is up and working for all motor pool locations. Do not use the paper method anymore. Sonny gave a demo on the 3 easy steps to reserve a vehicle from motor pool.

1. Submit request – day & time, type of vehicle, one request for each vehicle
2. Receive confirmation – you will first receive an e-mail saying they received your request, then you will receive the confirmation regarding the reservation of the vehicle
3. Pick up the vehicle

Art advised if any other agency wants to piggy-back on our system it can be done. Fleet commander can also provide reports for the agencies regarding the vehicles they have rented.

Miscellaneous - Art

We have made some good agreements with other government entities: city, county, federal, for fuel and maintenance repair work. It can cost less to use these places rather than retail, and it provides a means to reduce overhead expenses at the locations that agree to maintain our maintenance and fuel dispensing standards. If there is fueling or maintenance facility that you would like us to get an agreement with, let Art know.

“Fleet Magazine” may be planning an article on our fleet, as a contender for one of the best fleets in the country.

Next Agenda

Bob Kistner will present OEMC and FEMA state fueling programs at the Mar 14, 2007 MVAC meeting.